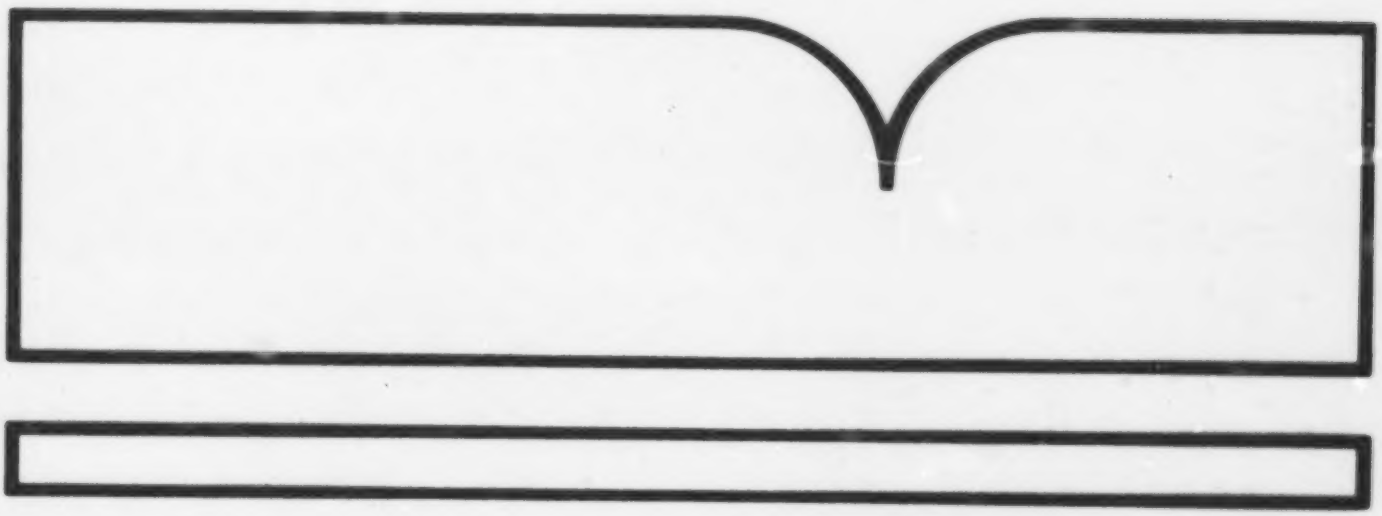
PB87-131009

Information Systems Inventory
User Instruction Manual

(U.S.) Environmental Protection Agency
Washington, DC

30 Sep 86



U.S. Department of Commerce
National Technical Information Service
NTIS

PB87-131009

Information Systems Inventory
User Instruction Manual

REPRODUCED BY
U.S. DEPARTMENT OF COMMERCE
NATIONAL TECHNICAL
INFORMATION SERVICE
SPRINGFIELD, VA. 22161

50272-101

REPORT DOCUMENTATION PAGE	1. REPORT NO.	2.	3. Recipient's Accession No. PB87-131009
4. Title and Subtitle Information Systems Inventory User Instruction Manual			5. Report Date 9/30/86 6.
7. Author(s)			8. Performing Organization Rept. No.
9. Performing Organization Name and Address Environmental Protection Agency Office of Information Resources Management 401 M Street, S.W. Washington, D.C. 20460			10. Project/Task/Work Unit No. 7176-114 11. Contract(C) or Grant(G) No. (C) 68-01-7176 (G)
12. Sponsoring Organization Name and Address			13. Type of Report & Period Covered 14.

15. Supplementary Notes
Computer Sciences Corporation/Sterling Software prepared the ISI Users Manual and software under the contract number listed above. Magnetic Taqe PB87-131017

16. Abstract (Limit: 200 words)

The Information Systems Inventory User Instruction Manual provides a streamlined, step-by-step set of instructions on how to use the ISI. The manual takes the user from loading the system in a PC to describing how the ISI database is used. Detailed sections on the main menu, system flow chart, search capabilities and maintenance functions are also described.

17. Document Analysis a. Descriptors

b. Identifiers/Open-Ended Terms

c. COSATI Field/Group

18. Availability Statement	19. Security Class (This Report)	21. No. of Pages 57
	20. Security Class (This Page)	22. Price $13.95

(See ANSI-Z39.18) See Instructions on Reverse

OPTIONAL FORM 272 (4-77)
(Formerly NTIS-35)
Department of Commerce

INFORMATION SYSTEMS INVENTORY

USER INSTRUCTION MANUAL

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September 30, 1986

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I. PURPOSE OF THE ISI

The Information Systems Inventory (ISI) is an IBM PC-based, dBASE III application that is menu-driven and contains descriptions of over 500 EPA information systems.

The Office of Information Resources Management (OIRM) established the ISI following a development, data collection, and validation effort that began in 1984.

The ISI serves several important purposes:

- o increase knowledge about and use of existing information and information systems
- o reduce duplicative data collection and information system development
- o improve EPA's oversight of information system development
- o provide a tool to assist in the management of information systems
- o standardize, as appropriate, data element definitions, data collection methodologies, and quality control procedures
- o provide EPA with the ability to effectively respond to OMB, GSA, congressional, and public information requests about information systems and data collection.

The ISI database is updated annually. OIRM coordinates the update process with EPA headquarters and regional staff.

OIRM maintains the master database, provides documentation, and acts as the official reporting authority; provides technical assistance and consultation to users. EPA staff, EPA contractors, and States may receive copies of the database by submitting a written request to:

U.S. Environmental Protection Agency
Office of Information Resources Management
Information Management Branch
401 M Street, NW, PM 211D
Washington, DC 20460

Other parties interested in obtaining a copy of the ISI database and software may contact the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161, to purchase the system.

II. INTRODUCTION

The ISI provides information on manual and automated information systems available throughout EPA. To define an "information system" EPA has adopted the following Office of Management and Budget definition:

> The term "information system" means the organized collection and processing of information in accordance with defined procedures, whether automated or manual. This includes the areas of office automation, telecommunications, ADP, and associated activities.

In using this definition, EPA further defines the term "system" to include all of a system's components -- e.g., data dictionaries, data entry procedures and software, and retrieval software. The term "system" also applies to cases where the system for collecting or entering data is not operational but the data that was stored using the system is currently available. For example, the Census Bureau creates a "system" to store census information and archives that system once the data has been gathered. EPA would consider both the initial system and the database "systems" under its definition, and count them as components of one overall system. Also included in the definition of a system are software for modeling and databases purchased from commercial vendors.

The current ISI database contains the best available information on EPA information systems that meet this definition. The dynamic nature of information, as well as changing agency requirements, however, mean that the ISI can capture only a static portrait of the agency's collection of information systems. New information systems emerge; others are archived; still others may not be reported during regularly scheduled updates. The ISI software allows you to easily add, delete, or manipulate data to meet individual needs.

Step-by step instructions for installing and using the ISI are contained in the following sections. File maintenance and limitations of the ISI are also explored.

Questions, comments, and suggestions are welcome and should be directed to the attention of Gordon Schisler at (202)475-9344 or write:

U.S. Environmental Protection Agency
Office of Information Resources Management
Information Management Branch
401 M Street, NW, PM 211D
Washington, DC 20460

III. INSTALLING THE ISI

A. ISI Components

Certain hardware and software to install the ISI database are required. The required hardware for installing the ISI is an IBM personal computer (PC), XT, AT, or another IBM compatible PC.

The required software includes dBASE III as well as the ISI software. A line editor with the disk operating system (EDLIN) is also necessary in order to update the configuration file. The configuration file relays to the system the number of files that can be opened.

Diskettes for backup of information and a printer are also required.

B. Loading the Database

Turn on the PC. You will be in the "root" directory. Install dBASE III according to dBASE III manual instructions.

To determine if you have a configuration file in the directory:

Type: DIR/W (press enter key)

All items in the "root" directory will appear. Check to see if CONFIG.SYS is listed. If there is a listing, update this file before running the system.

The Configuration File Using EDLIN - To create a file:

Type: EDLIN CONFIG.SYS (press enter key)

The system will prompt with: New File?

Type: I (press enter key)

Type: FILES = 20 (press enter key)
BUFFERS = 25 (press enter key)

Press control break

Type: E (press enter key)

Type: Q (press enter key)

You are now ready to install the system. Return to the "root" directory.

Type: CD (press enter key)

To create the ISI directory:

Type: MD\ISI (press enter key)

To change to the ISI directory:

Type: CD\ISI

Insert Program Diskette (4 program diskettes)

Type: COPY A:*.* (press enter key) (sixty-four files copied)

Insert Database Backup Diskette #1 in the A drive (B drive on IBM AT)

Type: RESTORE A: C:\ISI *.* OR Restore A:\ISI*.* (press enter key) (restore B on IBM AT)

Follow the system prompts. You must be sure to insert the diskettes in the correct order. A "COMPLETE" message appears after the final diskette has been installed. You are now ready to use the system.

Type: dBASE (press enter key)

Type: DO MAINTAIN (press enter key at the dot prompt)

Select the first (#1) option on the Maintenance Menu to re-index (build) the database indices.

When the indexing process is completed the system will return to the system prompt.

To gain access to the Inventory System :

Press: F1 (or type dBASE)

Type: RUN CD\ ISI

Type: DO MAIN (press enter key)

C. Copying the Inventory dBASE III Command Language

In order to copy the Command Language four floppies are required. At the DOS C: prompt type the following:

	Files Copied	Floppies Needed
COPY\ ISI\ *.PRG A:	43	1
COPY\ ISI\ *.NDX A:	12	1
COPY\ ISI\ *.MEM A:	5	1
COPY\ ISI\ RECNO.DBF A:	1	
COPY\ ISI\ TABLE.DBF A:	1	1
COPY\ ISI\ TABLE4.DBF A:	1	
COPY\ ISI\ DSPOOL.COM A:	1	

IV. USING THE ISI

This section describes how the ISI database is used. Part A presents the standard system record fields used to describe or characterize each information system in the database. Part B describes the MAIN MENU, which allows you to update, search, generate a report from the database, access the software, or quit the system, and familiarizes you with the flow of screens.

A. The System Record

Each information system in the ISI database is described or characterized by a standard record format that consists of data fields. Each of these fields is listed below. A detailed description of each data field and instructions for updating the fields are provided in Appendix A.

EPA INFORMATION SYSTEMS INVENTORY RECORD
DATA FIELDS

System Level	Law Number
System ID	Law Title
System Name	Purpose of Data Colection
System Acronym	Data Source
Organization Name	Update Cycle
National Program Manager Code	System Status
RPIO Code	Confidentiality
Allowance Holder Code	System Access for Input
Responsible Person	System Access for Query
Telephone Number	Program Element Code (To be deleted)
FTS Number	Manual/Automated
ICR Number	Computer Type
FIMAS Code (To be deleted)	Software
Mail Code	Related Systems
Current Year Support Funding (To be deleted)	
Current Year Timeshare Funding (To be deleted)	
System Subject Classification	System Subject Sub-Classification
Keywords	Abstract

The data field names are abbreviated on your screen. There are also restrictions as to what type of data may be entered into each field and how much data may be entered. Appendix A lists each field, the abbreviated field name, and field restrictions.

B. The Main Menu

The ISI is user friendly. The first screen, or MAIN MENU, allows access to all available functions, and the subsequent menus provide processing choices. You will employ a set of screens to move from one menu to the next. It is not necessary to press the enter key when using the menus. A flowchart that represents the logical flow of all the screens appears as Figure IV-1.

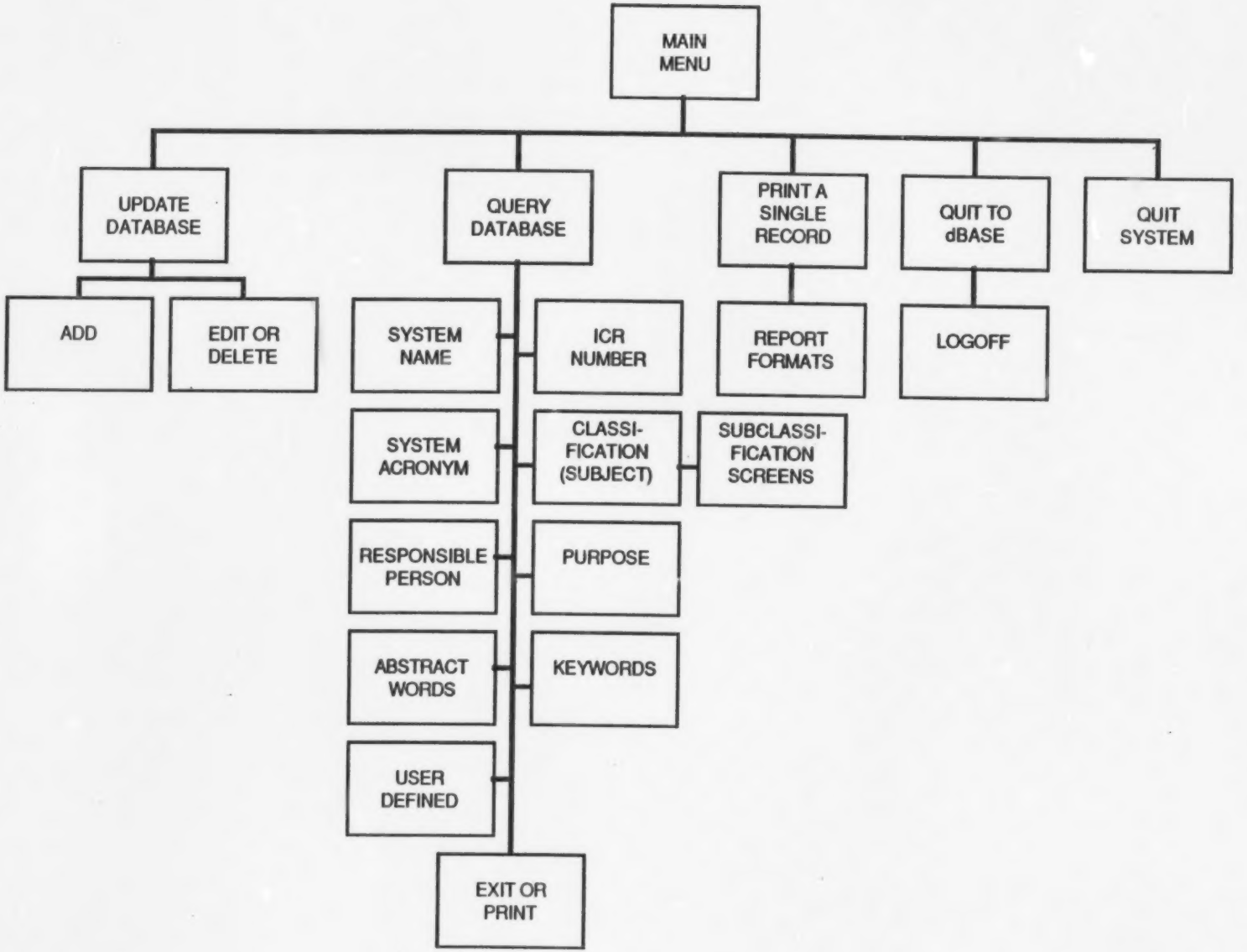

Figure IV-1. ISI Flowchart of MAIN MENU Screens

Next is a representation of the MAIN MENU screen. Your MAIN MENU options are discussed below.

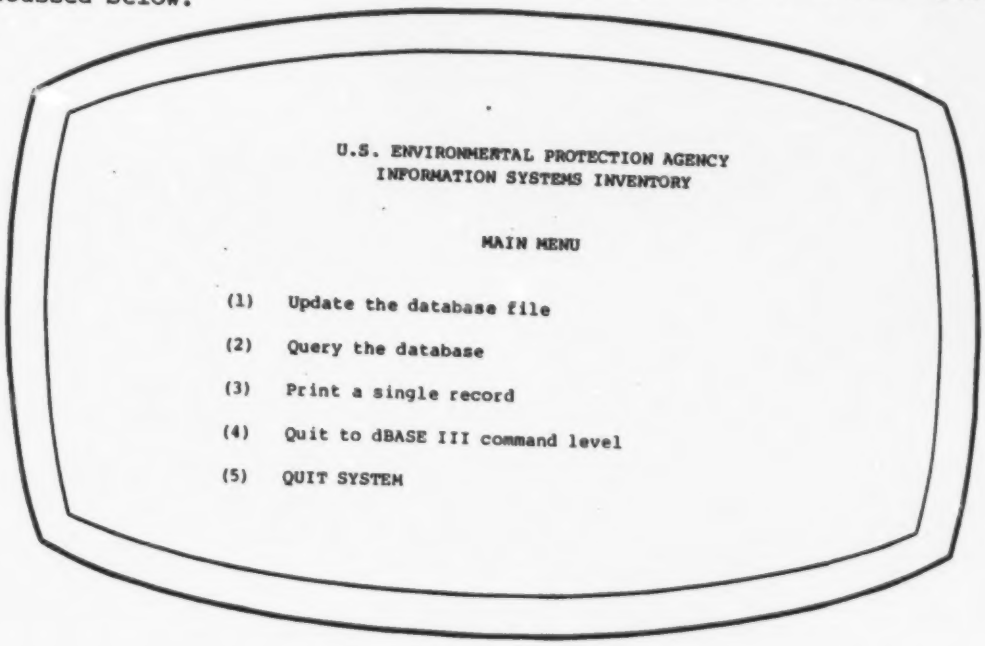
U.S. ENVIRONMENTAL PROTECTION AGENCY
INFORMATION SYSTEMS INVENTORY
MAIN MENU
(1) Update the database file
(2) Query the database
(3) Print a single record
(4) Quit to dBASE III command level
(5) QUIT SYSTEM

Figure IV-2. MAIN MENU

1. Updating a System Record

You may add, edit, or delete a system record by selecting option 1 - UPDATE THE DATABASE FILE from the MAIN MENU. The resulting screen asks for the password. Enter "AARDAVARK". Once the password is entered, the following UPDATE MENU appears and gives you 3 options: ADD A NEW RECORD, EDIT OR DELETE AN EXISTING RECORD, or RETURN TO THE MAIN MENU.

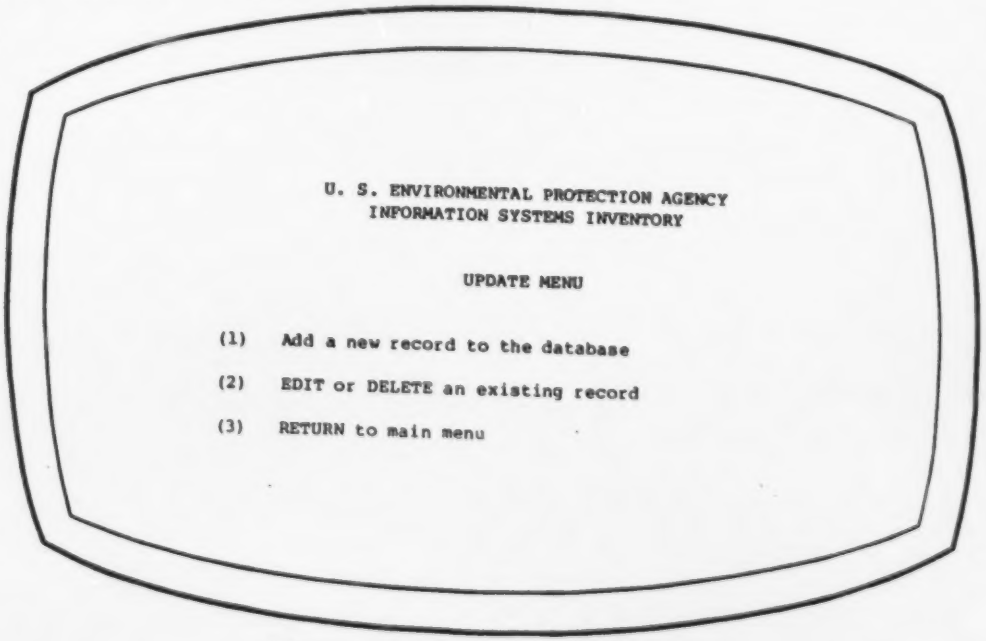
U. S. ENVIRONMENTAL PROTECTION AGENCY
INFORMATION SYSTEMS INVENTORY
UPDATE MENU
(1) Add a new record to the database
(2) EDIT or DELETE an existing record
(3) RETURN to main menu

Figure IV-3. UPDATE MENU

a. **ADD A NEW RECORD** - When you select "ADD", a series of six screens are displayed. The figure below illustrates the first of the six screens. These screens contain the data fields that represent a standard ISI system record. A unique number (the System ID) is also automatically assigned to the new record at this point. You are now ready to enter data into the blank fields. When the last field is reached, you are automatically returned to the UPDATE MENU.

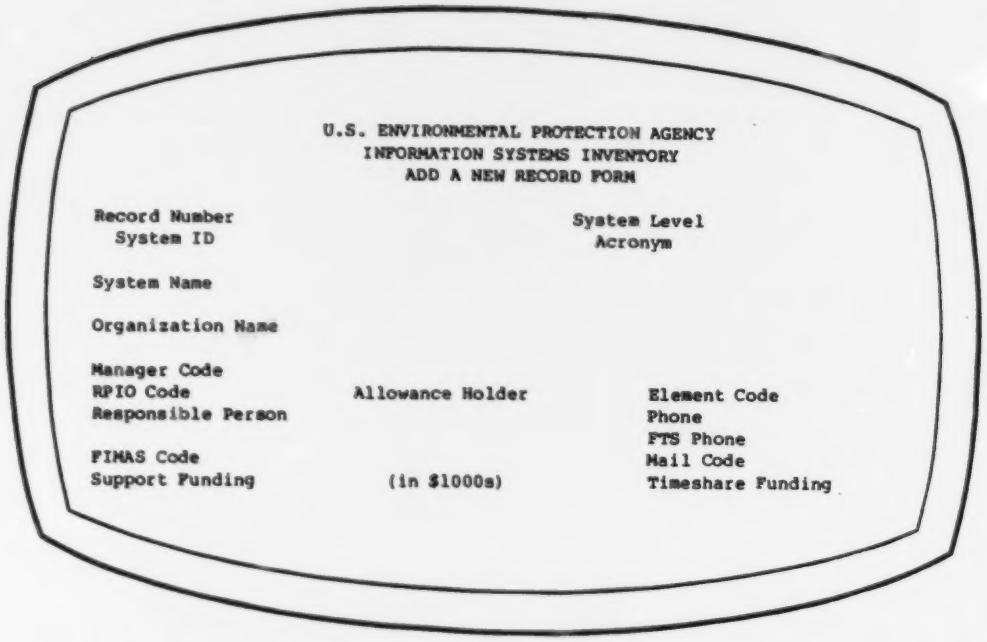

Figure IV-4. ADD a New Record

Some fields, such as MANAGER CODE, accept only numeric data in lieu of text to conserve space. The appropriate numeric choices for these fields are selected from the options listed in the Appendices. The ISI software translates the numeric values into corresponding text when a report is printed.

The keyword fields are special cases. Numeric values entered in the fields KEYWORDS 1 and 2 appear on the screen as text. The field OTHER KEYS is available to insert any descriptive phrases that are not on the current selection list and are entered and displayed as text only. See section V.-LIMITATIONS OF THE ISI for additional information about the keyword fields.

b. **EDIT OR DELETE A RECORD** - When you select "EDIT OR DELETE", you first identify the record in the database to be edited or deleted. To identify a record, the following screen appears:

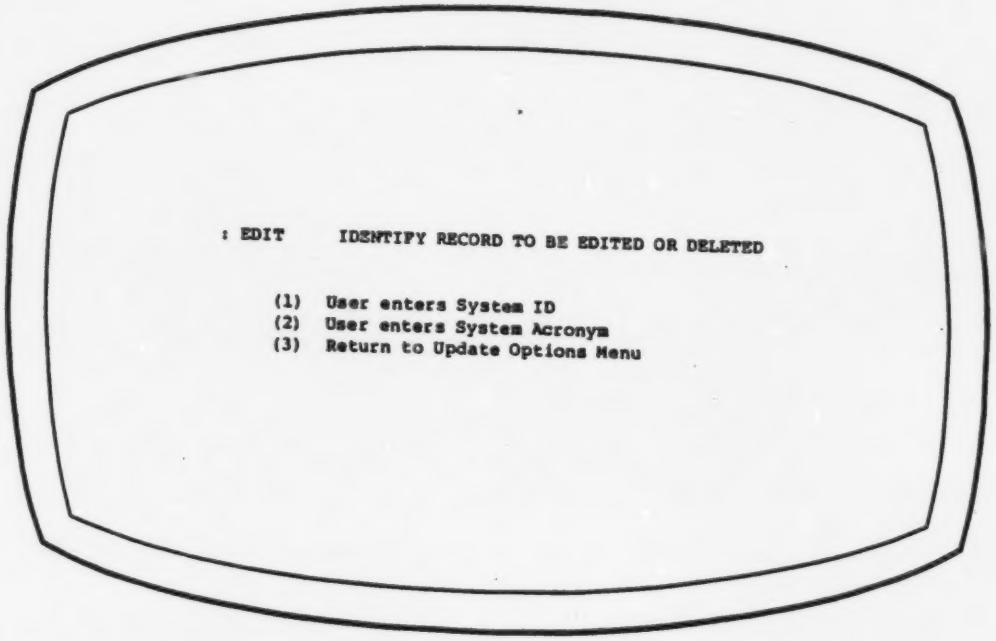
: EDIT IDENTIFY RECORD TO BE EDITED OR DELETED
(1) User enters System ID
(2) User enters System Acronym
(3) Return to Update Options Menu

Figure IV-5. IDENTIFY RECORD TO BE EDITED OR DELETED

When option 1 - USER ENTERS SYSTEM ID is selected, the following screen appears:

Figure IV-6. ENTER SYSTEM ID

The specified system record now appears on the screen.

If the SYSTEM ID specified does not exist in the database, you may obtain a list of all SYSTEM IDs. As the list is displayed it will automatically start scrolling. If you wish to stop or start scrolling simply press Control (Ctrl) and S on the keyboard.

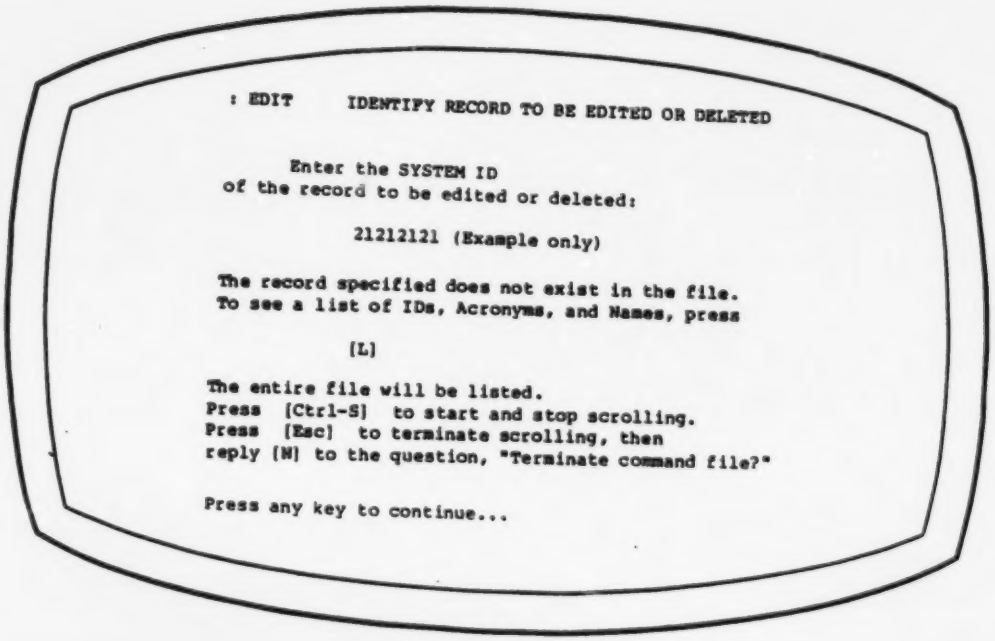
: EDIT IDENTIFY RECORD TO BE EDITED OR DELETED
Enter the SYSTEM ID
of the record to be edited or deleted:
21212121 (Example only)
The record specified does not exist in the file.
To see a list of IDs, Acronyms, and Names, press
[L]
The entire file will be listed.
Press [Ctrl-S] to start and stop scrolling.
Press [Esc] to terminate scrolling, then
reply [N] to the question, "Terminate command file?"
Press any key to continue...

Figure IV-7. LIST ALL SYSTEM IDs

When option 2 - USER ENTERS SYSTEM ACRONYM is selected, the same series of screens appear, requesting an acronym rather than a system name.

Once the specific record to be edited or deleted is located, the ISI displays that record's initial data screen. The following options are displayed at the top of that screen:

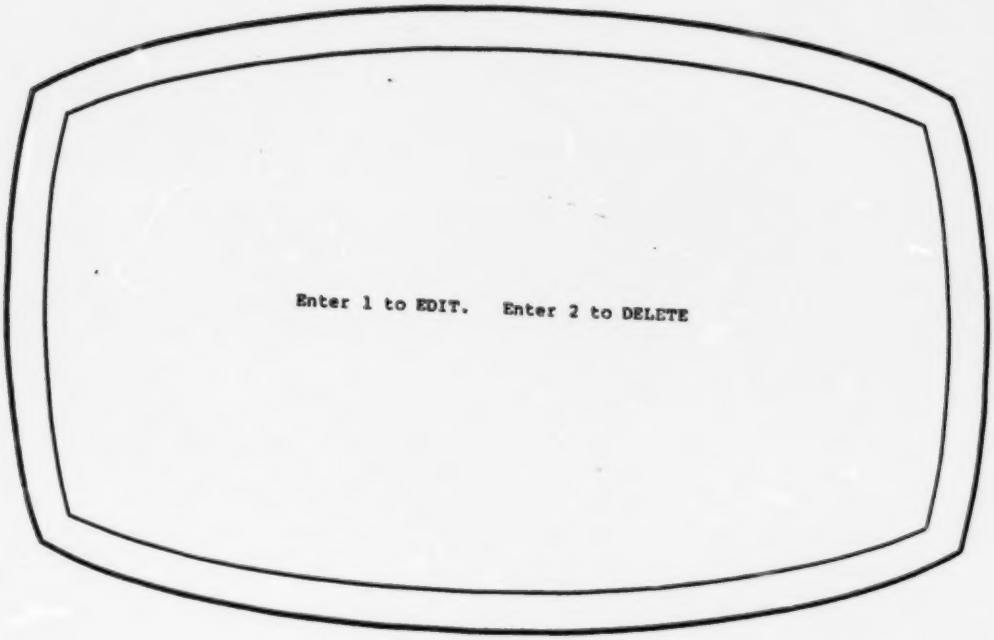

Figure IV-8. ENTER EDIT OR DELETE

If you choose "DELETE", the system immediately flags the record for deletion. See section V. FILE MAINTENANCE for additional information about the delete option. If you select "EDIT", the data for that record is displayed for editing on a series of six screens. You may now begin entering or revising record information.

At the completion of the DELETE option selection, or following the last of the EDIT screens, this selection menu is displayed.

Figure IV-9. FINAL EDIT OR DELETE SELECTION SCREEN

c. RETURN TO MAIN MENU - When the option "RETURN" is selected from the UPDATE MENU, you are returned to the MAIN MENU.

2. Searching the ISI

The ISI allows you to locate information systems with specified data in a variety of ways. In all cases, it is necessary to know what information is to be retrieved and in which data fields the information is located. Multiple searches of the database are possible since the ISI automatically stores search results in a holding file until reports are printed or the holding file is emptied.

The MAIN QUERY screen, presented below, provides the following search options:

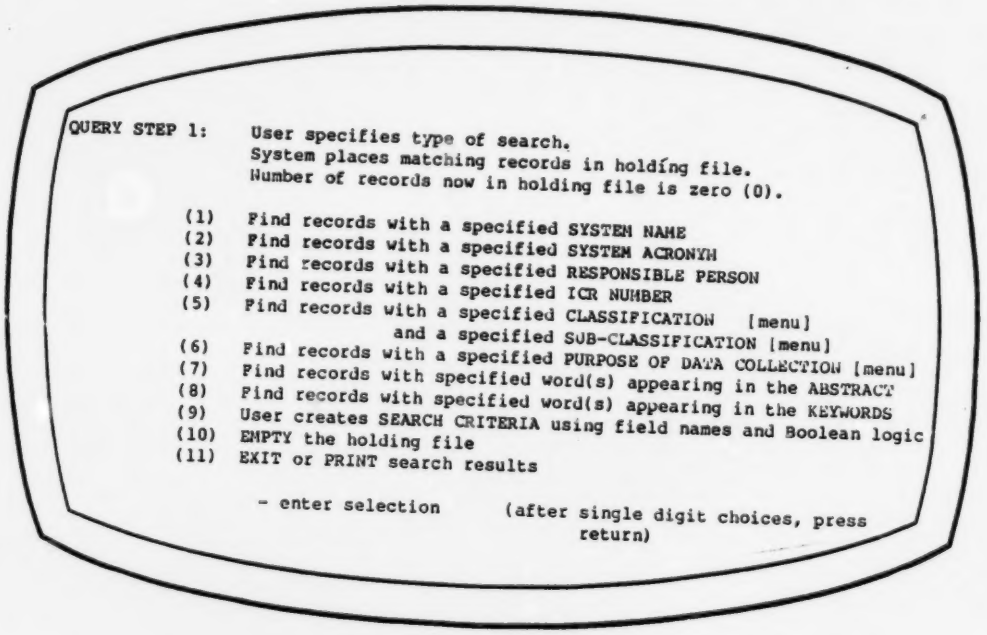
QUERY STEP 1: User specifies type of search.
System places matching records in holding file.
Number of records now in holding file is zero (0).
(1) Find records with a specified SYSTEM NAME
(2) Find records with a specified SYSTEM ACRONYM
(3) Find records with a specified RESPONSIBLE PERSON
(4) Find records with a specified ICR NUMBER
(5) Find records with a specified CLASSIFICATION [menu]
and a specified SUB-CLASSIFICATION [menu]
(6) Find records with a specified PURPOSE OF DATA COLLECTION [menu]
(7) Find records with specified word(s) appearing in the ABSTRACT
(8) Find records with specified word(s) appearing in the KEYWORDS
(9) User creates SEARCH CRITERIA using field names and Boolean logic
(10) EMPTY the holding file
(11) EXIT or PRINT search results
- enter selection
(after single digit choices, press return)

Figure IV-10. MAIN QUERY SCREEN

a. SYSTEM NAME, SYSTEM ACRONYM, RESPONSIBLE PERSON, AND ICR NUMBER - These first 4 options on the MAIN QUERY screen require you to key in the desired data, such as the name of the system to be retrieved, or the system ICR Number. Figure IV-11 illustrates the SYSTEM NAME screen. The next 2 options offer a menu from which additional choices can be selected.

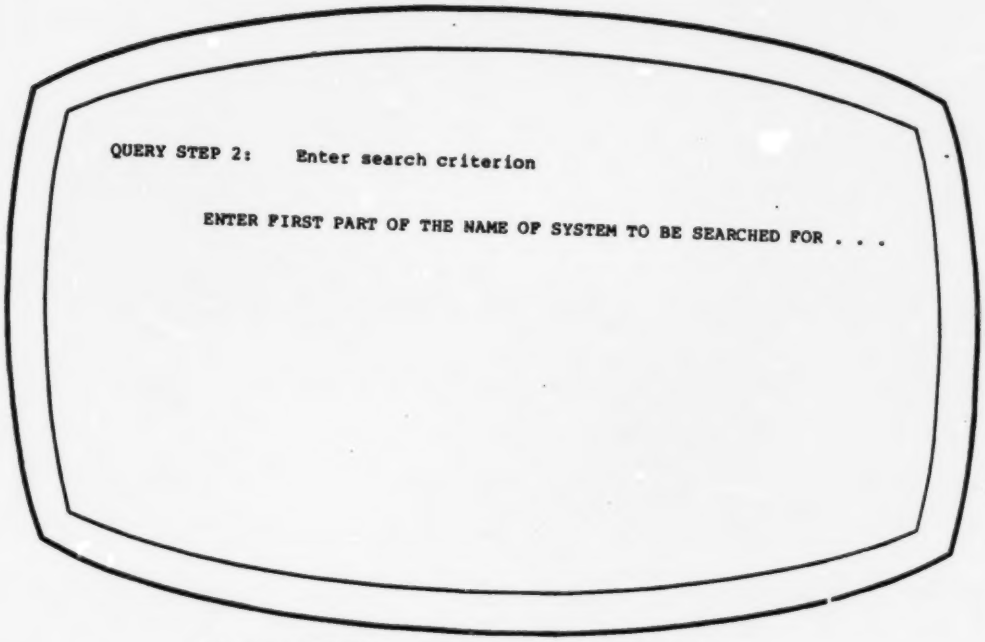

Figure IV-11. Query on System Name

b. SUBJECT CLASSIFICATION AND PURPOSE OF DATA - If these two options from the MAIN QUERY screen are used, another selection menu appears. Figure IV-12 and Figure IV-13 illustrate the CLASSIFICATION and SUB-CLASSIFICATION screens. You must select the appropriate choice from each list of displayed options. Appendix C provides all of the classification and sub-classification choices. The PURPOSE OF DATA COLLECTION option functions similarly.

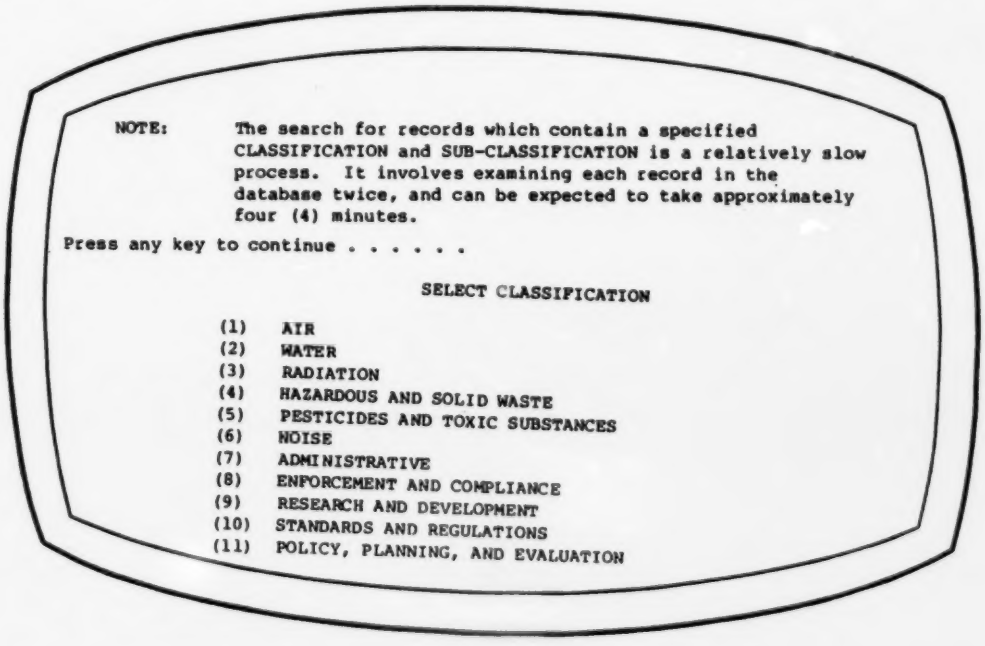
NOTE: The search for records which contain a specified CLASSIFICATION and SUB-CLASSIFICATION is a relatively slow process. It involves examining each record in the database twice, and can be expected to take approximately four (4) minutes.
Press any key to continue . . . . . .
SELECT CLASSIFICATION
(1) AIR
(2) WATER
(3) RADIATION
(4) HAZARDOUS AND SOLID WASTE
(5) PESTICIDES AND TOXIC SUBSTANCES
(6) NOISE
(7) ADMINISTRATIVE
(8) ENFORCEMENT AND COMPLIANCE
(9) RESEARCH AND DEVELOPMENT
(10) STANDARDS AND REGULATIONS
(11) POLICY, PLANNING, AND EVALUATION

Figure IV-12. Query on Classification

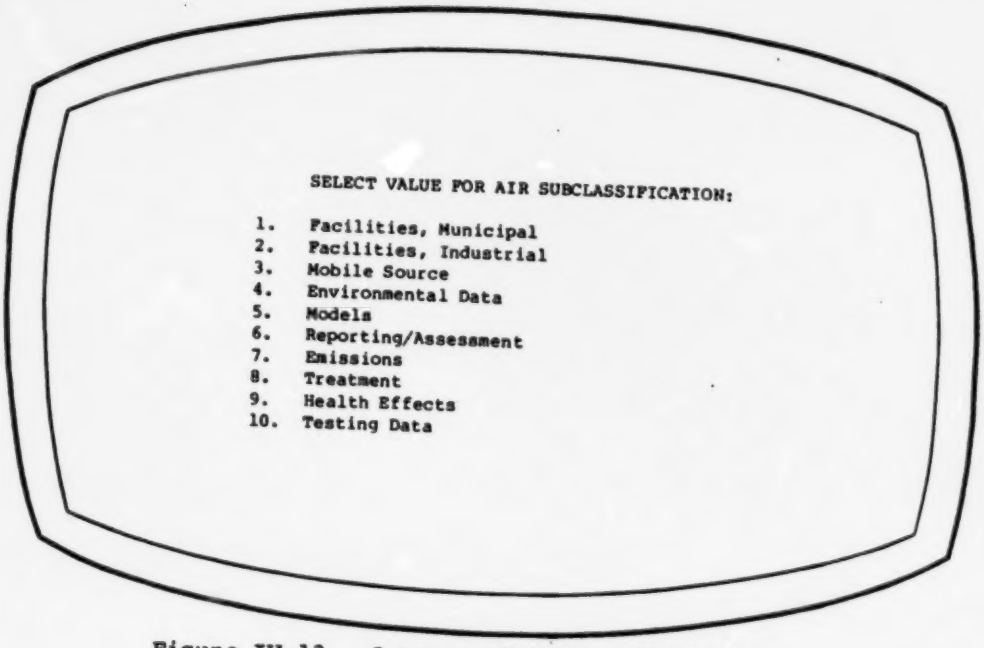

Figure IV-13. Query on Sub-Classification

c. **SPECIFIED WORDS IN THE ABSTRACT** - The seventh option from the MAIN QUERY screen allows you to search on any single word or phrase that is contained in the brief descriptive abstract of a system in the database. Figure IV-14 below illustrates this screen. Separate searches are required for multiple words or phrases over 20 characters in length.

Figure IV-14. Query on Words in the Abstract

d. **KEYWORDS** - Option eight allows you similar search capability on keywords that are contained in a system record. Figure IV-15 illustrates this option. Separate searches are required for multiple keywords (see Appendix D - ISI KEYWORDS).

Figure IV-15. Query on Keywords

e. **CREATE SEARCH CRITERIA** - The ninth option from the MAIN QUERY screen allows you to specify your own search criteria. The figure below illustrates the screens available. Instructions on constructing a search using Boolean logic are offered, as are simple examples of searches. Figure IV-17 presents these instructions and examples of searches.

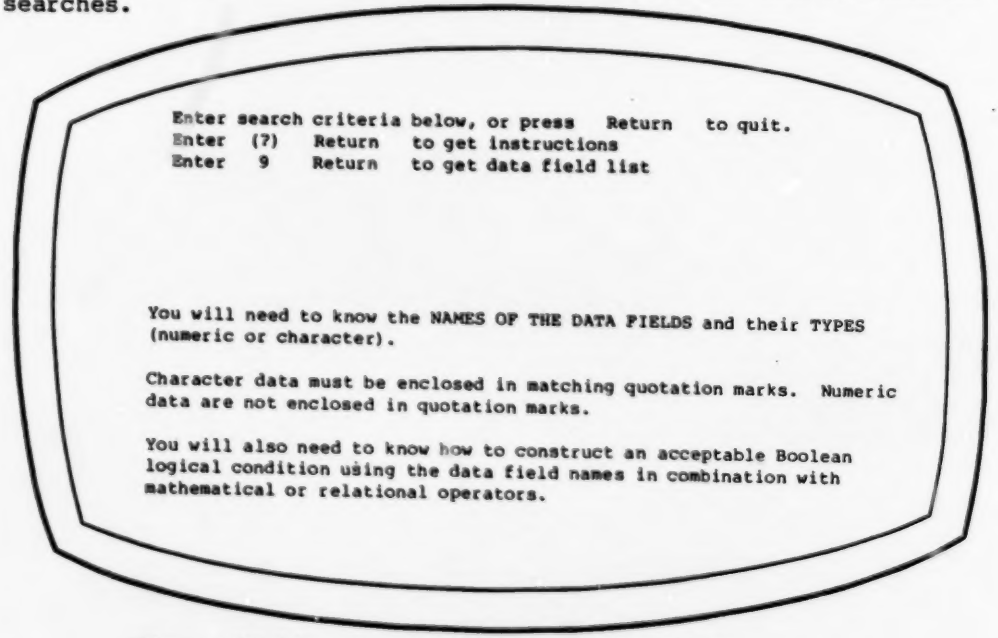
Enter search criteria below, or press Return to quit.
Enter (?) Return to get instructions
Enter 9 Return to get data field list
You will need to know the NAMES OF THE DATA FIELDS and their TYPES (numeric or character).
Character data must be enclosed in matching quotation marks. Numeric data are not enclosed in quotation marks.
You will also need to know how to construct an acceptable Boolean logical condition using the data field names in combination with mathematical or relational operators.

Figure IV-16. Query Using Search Criteria

INSTRUCTIONS FOR BOOLEAN LOGIC SEARCHES

OPERATORS

Arithmetic Operators, listed in order of precedence:

( )	Parentheses for grouping
**	Exponentiation
*	Multiplication
/	Division
+	Addition
-	Subtraction

Relational Operators:

<	Less than
>	Greater than
=	Equal to
≠	Not equal to
=	Less than or equal to
=	Greater than or equal to

Logical Operators, listed in order of precedence:

.NOT.	logical not (unary operator)
.AND.	logical and
.OR.	logical or

String Operators:

+	string concatenation
$	substring search

Examples:

SYSACRO = "ISI"
(The first three characters in the SYSACRO must be "ISI").

"SI" $ SYSACRO
(The letters, "SI", must be contained somewhere in the field, SYSACRO).

RPIO = 16
(The numeric field, RPIO, must contain the number, 16).

CLASS1 = 7 .OR. CLASS2 = 7 .OR. CLASS3 = 1 .OR. CLASS4 =1
(The number, 1, must be contained in one of the four numeric fields, CLASS1, CLASS2, CLASS3, or CLASS4).

"GORDON" $ PERSON .AND. .NOT. SUPTFUNDS > 10000
(The letters, "GORDON" appear somewhere in the responsible person's name, and the amount in the numeric field, SUPTFUNDS, is not greater than 10000).

Figure IV-17. Query using Search Criteria (1 of 2)

IMPORTANT

If you get the question "Terminate command file (Y/N)", there was something wrong with your search criterion.

You MUST always enter Y in response to this question since the effects of entering N will be unpredictable.

Note: Entering Y will abnormally terminate your session resulting in the loss of any records which you may have accumulated in the holding file.

You can re-enter the system after abnormal termination by typing DO MAIN at the period prompt and pressing the return key.

Press any key to continue . . .

NOTE: The search for records using user-specified search criteria is a relatively slow process since it uses the "LOCATE" command which examines each record in the database sequentially (from first to last). You should expect the search time to take at least two-minutes . . .

Remember . . . Always answer Y to the question, Terminate command file (Y/N) ?

Then type DO MAIN to get back into the system.

Press any key to continue . . . .

Figure IV-17. Query using Search Criteria (2 of 2)

f. **EMPTY HOLDING FILE** - Option 10 will delete all search results being stored in the holding file. The holding file will automatically empty at the end of a print option if records are printed.

g. **EXIT OR PRINT** - The final option on the MAIN QUERY screen allows you to print the results of one or multiple searches being stored in the holding file in a variety of formats, display the records in the holding file, or return to the MAIN MENU. The following figure illustrates the EXIT or PRINT option.

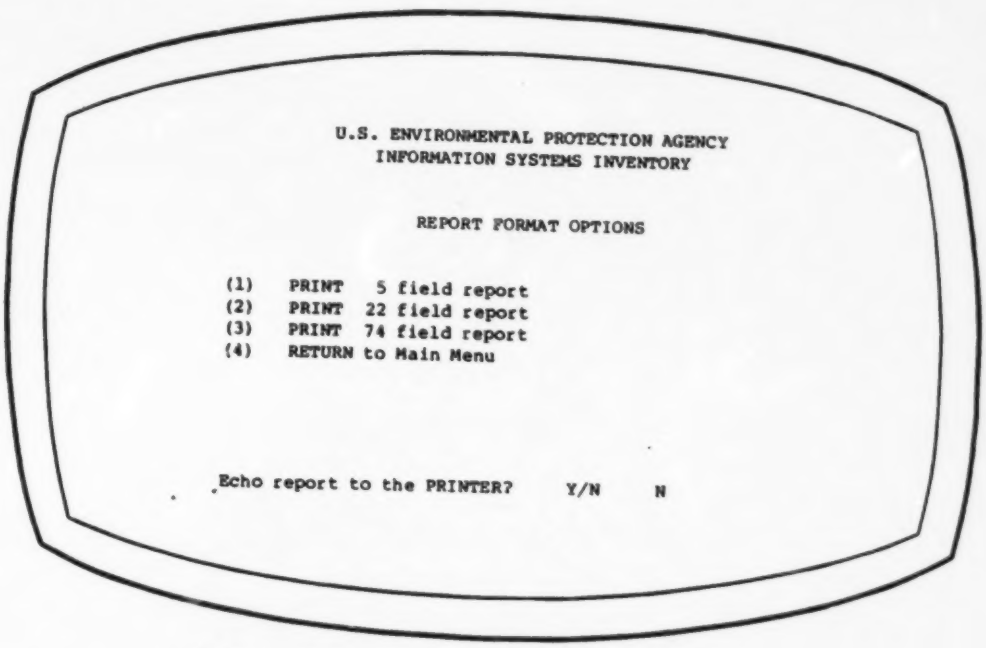
U.S. ENVIRONMENTAL PROTECTION AGENCY
INFORMATION SYSTEMS INVENTORY
REPORT FORMAT OPTIONS
(1) PRINT 5 field report
(2) PRINT 22 field report
(3) PRINT 74 field report
(4) RETURN to Main Menu
Echo report to the PRINTER? Y/N N

Figure IV-18. Report Format Options

After the database has been searched for specified data, the number of qualifying system records, or "hits", being stored in the holding file, is displayed at the top of the MAIN QUERY screen. By selecting option 11 you may print these system records in 3 formats.

Option 1 - PRINT 5 FIELD REPORT provides only primary system information, including System Name, Responsible Person, and Telephone Number.

SYSTEM ID	SYSTEM ACRONYM	RPIO CODE	RESPONSIBLE PERSON	TELEPHONE NBRs

Figure IV-19. Print 5 Field Report

Option 2 - PRINT 22 FIELD REPORT provides additional descriptive information such as keywords and the abstract from a system record.

```
SYSTEM ID:
SYSTEM ACRONYM:
SYSTEM NAME:
MANAGER CODE:
RPIO CODE:
ALLOW. HOLDER:
RESPONSIBLE PERSON:
PHONE:
FTS PHONE:
KEYWORDS:
ABSTRACT:
```

Figure IV-20. Print 22 Field Report

Option 3 - PRINT 72 FIELD REPORT prints the entire system record.

```
SYSTEM LEVEL:
ACRONYM:
SYSTEM NAME:

ORGANIZATION NAME:

MANAGER CODE:
RPIO CODE:

ALLOW. HOLDER:
ELEMENT CODE:

RESPONSIBLE PERSON:
PHONE:
FTS PHONE:

FIMAS CODE:
MAIL CODE:

SUPPORT FUNDING:
TIMESHARE FUNDING:
```

Figure IV-21. Print 72 Field Report (1 of 3)

```
ICR NUMBER:

LAW NUMBER 1:
LAW TITLE 1:

LAW NUMBER 2:
LAW TITLE 2:

LAW NUMBER 3:
LAW TITLE 3:

PURPOSE OF DATA 1:
PURPOSE OF DATA 2:
PURPOSE OF DATA 3:

SOURCE OF DATA 1:
SOURCE OF DATA 2:
SOURCE OF DATA 3:


UPDATE CYCLE:
SYSTEM STATUS:
CONFIDENTIALITY:

ACCESS FOR INPUT:
ACCESS FOR OUTPUT:

COMPUTER TYPE 1:
COMPUTER TYPE 2:
COMPUTER TYPE 3:

MANUAL/AUTOMATED:

SOFTWARE SYSTEM:

CLASSIFICATION 1:
     SUB-CLASS 1a:
     SUB-CLASS 1b:
     SUB-CLASS 1c:
```

Figure IV-21. Print 72 Field Report (2 of 3)

```
CLASSIFICATION 2:
     SUB-CLASS 2a:
     SUB-CLASS 2b:
     SUB-CLASS 2c:

CLASSIFICATION 3:
     SUB-CLASS 3a:
     SUB-CLASS 3b:
     SUB-CLASS 3c:

CLASSIFICATION 4:
     SUB-CLASS 4a:
     SUB-CLASS 4b:
     SUB-CLASS 4c:

RELATED SYSTEMS:

KEY WORDS:

ABSTRACT:
```

Figure IV-21. Print 72 Field Report (3 of 3)

When you wish to display the records on the terminal screen before printing, select "Y" to the question ECHO REPORT TO THE PRINTER?.

If searches do not result in any "hits", or you do not want to display or print any records, option 11 returns you directly to the MAIN MENU.

h. **Error messages**

Incorrect Entry - An incorrect entry on a menu screen results in an error message to indicate the problem. For example:

If you enter the number 4 when the selection options consist of only 1, 2, or 3, the system responds with the message:

Figure IV-22. Range Errors

After you press the space bar, the system allows another entry.

If you attempt to enter a nonnumeric character where a numeric is required, the system rejects the entry without displaying it, giving you an audible signal at the same time. You may then enter a correct response.

Query Request Error - If you make an error in the entry of a query request, the search will either find no members that satisfy the request, find a record other than the one you were actually seeking, or result in an error message. The error message in general states the problem that the system has encountered, along with the question:

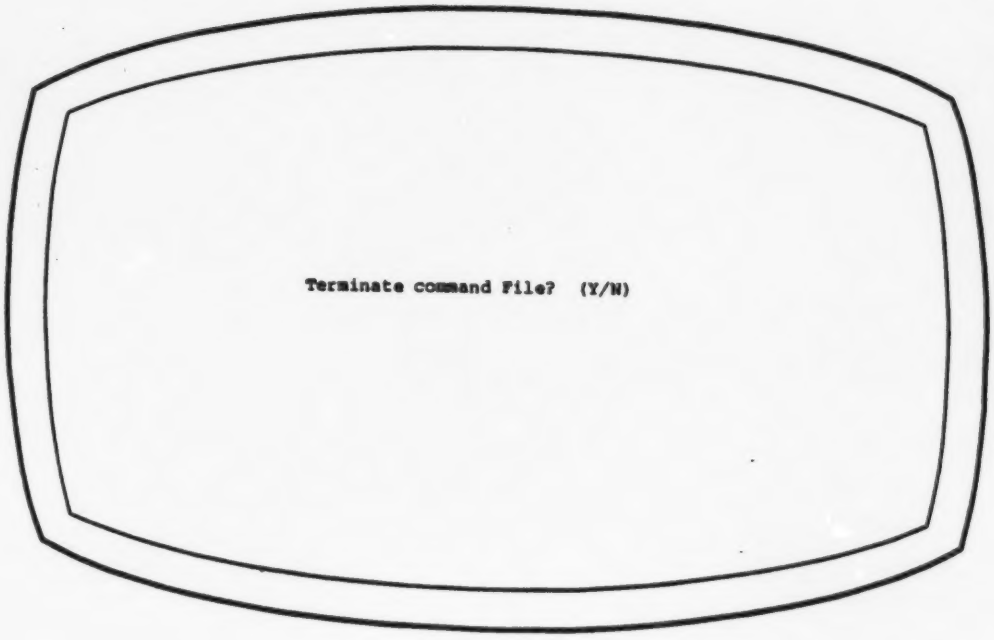

Figure IV-23. Terminate Command File

It is recommended that you terminate the command file, since the result of an erroneous search is unpredictable.

Incorrect Record Retrieval - If the system begins to retrieve records incorrectly (i.e., retrieve records other than those requested), this may indicate that the system's internal directory needs correction. The situation may be correctable by utilizing the Re-Index option of the MAINTENANCE MENU (see section V.- FILE MAINTENANCE).

3. Print a Single Record

The ISI MAIN MENU (see Figure IV-2) gives you the option of printing a single record without conducting a query of the database. This is also an especially useful option if you have conducted a query, displayed the records in the holding file, and want to print only a few of the records.

The PRINT A SINGLE RECORD menu provides three options.

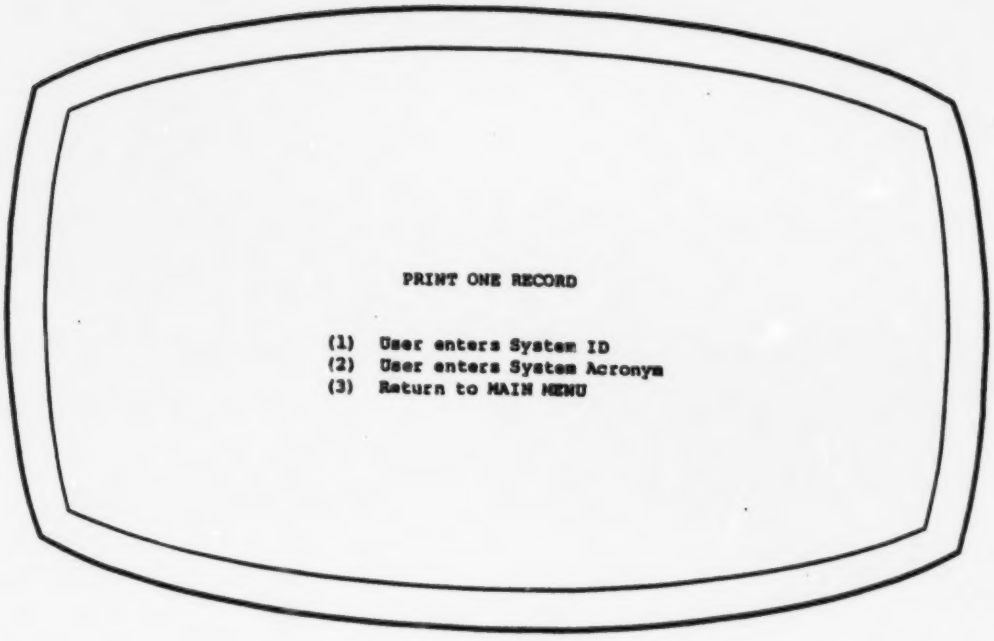

Figure IV-24. Print One Record

If options 1 or 2 are selected, the ISI asks you if a display of the record on the terminal screen is desired before printing.

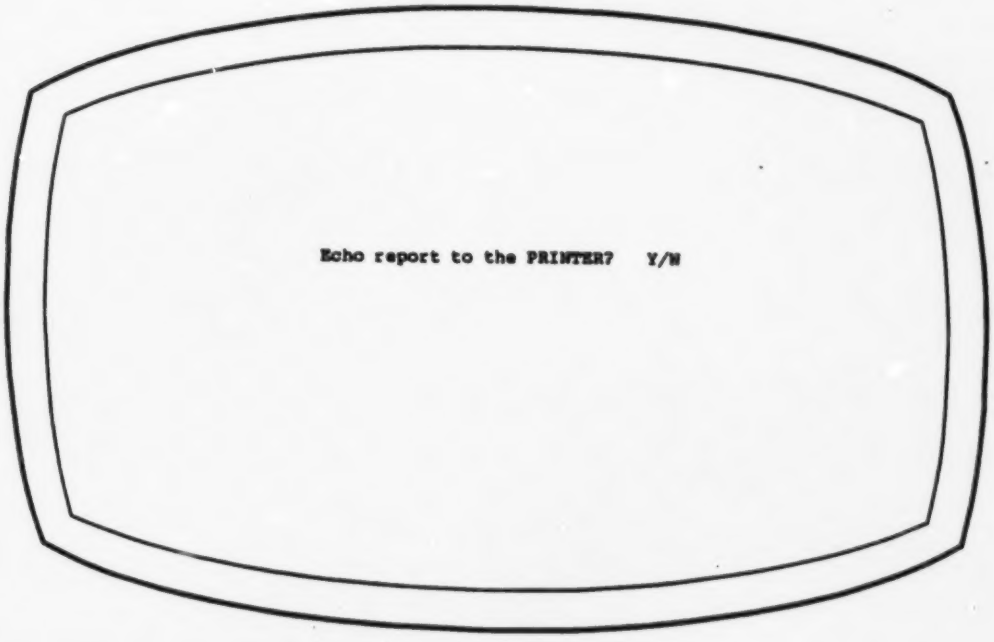

Figure IV-25. Echo Report

Once you are ready to print a record the following options are available:

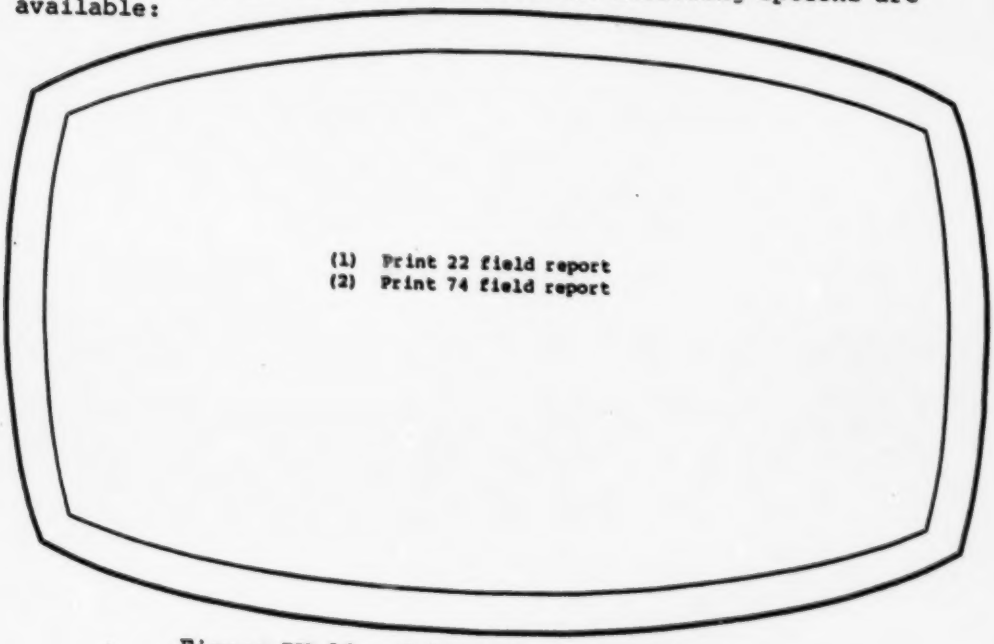

Figure IV-26. Selected Print Options

4. Quit to dBASE III Command Level

The ISI allows you to return directly to the database from dBASE III. Figure IV-27 illustrates this screen and the available options.

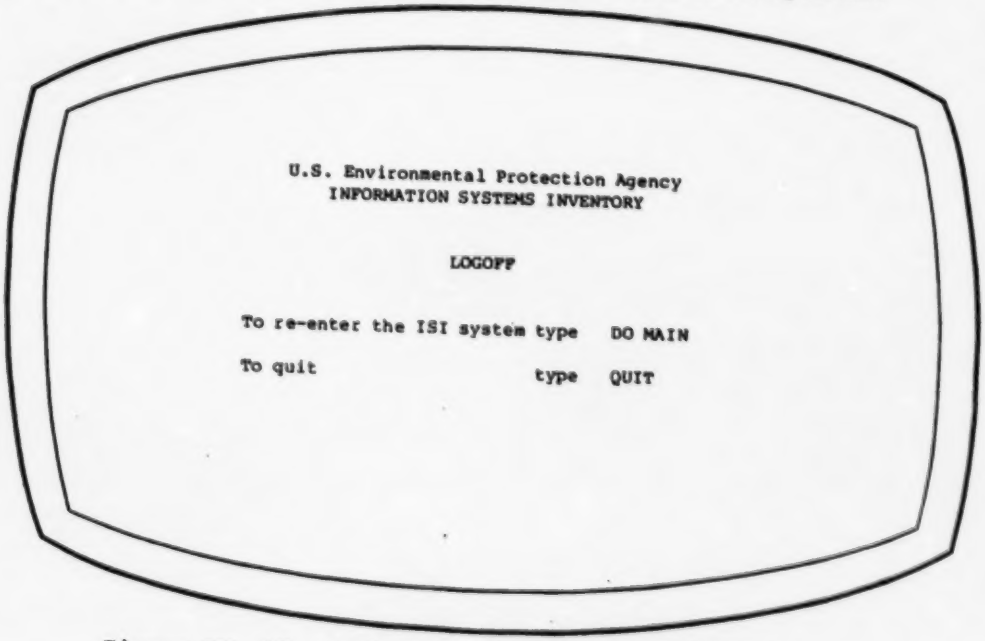
U.S. Environmental Protection Agency
INFORMATION SYSTEMS INVENTORY
LOGOFF
To re-enter the ISI system type DO MAIN
To quit type QUIT

Figure IV- 27. Quit to dBASE III Command Level

5. Quit and Backup

Selection of this option allows you to execute a backup of the ISI (Figure IV-28). A BACKUP IS ESSENTIAL TO ENSURE THAT YOU SECURE ALL ISI INFORMATION. The frequency of backup depends on the amount of data entered. The more information entered into the ISI the more often backup should occur.

You need to use formatted diskettes during the backup procedure. The screen prompts you to insert a diskette into the A drive of your PC. The screen continues to prompt you to insert a new diskette until backup is complete.

It is also possible to load an updated version of the ISI database, using the option above, if the system software is already installed. In order to do this, type R in the box displayed on the screen. At this point it is essential to access the MAINTENANCE MENU from the dBASE prompt and use option 1 on the menu to re-index the database.

The DOS commands can also be used for the backup and restore operations.

Type: BACKUP C:\ISI\ISI.DBF A:

Type: RESTORE A:\ISI\ISI.DBF

U.S. ENVIRONMENTAL PROTECTION AGENCY
INFORMATION SYSTEMS INVENTORY
To make backup copy of the database file,
type B in the box below . . .
---[ ]---

Figure IV-28. BACKUP MENU

V. FILE MAINTENANCE

The MAINTENANCE MENU may be used by selected users to perform a variety of necessary functions periodically (Figure V-1). These functions include the ability to re-index the records in the database, print all records or subsets of records, or prepare a diskette. The MAINTENANCE MENU is reached by exiting the Main system (option 4 of the MAIN MENU). Type 'DO MAINTAIN' at the sys prompt (.), and then press(-ENTER-) to display the maintenance menu.

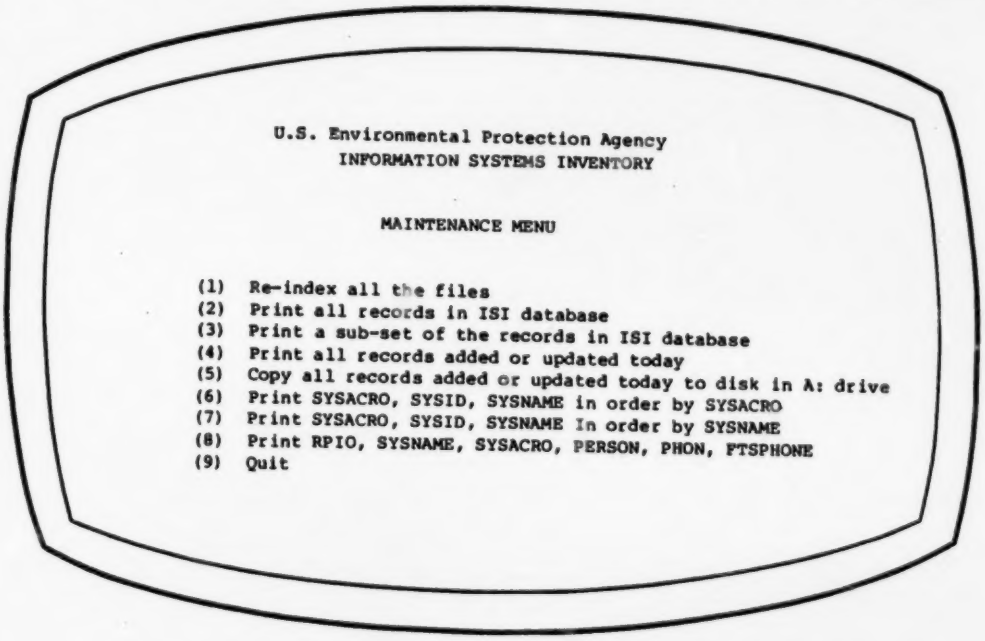
U.S. Environmental Protection Agency
INFORMATION SYSTEMS INVENTORY
MAINTENANCE MENU
(1) Re-index all the files
(2) Print all records in ISI database
(3) Print a sub-set of the records in ISI database
(4) Print all records added or updated today
(5) Copy all records added or updated today to disk in A: drive
(6) Print SYSACRO, SYSID, SYSNAME in order by SYSACRO
(7) Print SYSACRO, SYSID, SYSNAME In order by SYSNAME
(8) Print RPIO, SYSNAME, SYSACRO, PERSON, PHON, FTSPHONE
(9) Quit

Figure V-1. MAINTENANCE Menu

A. Re-Index

Use of the Re-Index option is necessary when a number of records have been deleted, or when records are retrieved that do not match the request given during regular processing (from MAIN MENU). Use of the "Delete" option from the UPDATE MENU (see Figure IV-3) actually only marks records for deletion in order for the system to ignore them. Therefore, as a system security feature, "Deleted" records are still available if retrieval is necessary. Since the records have not been purged, no storage space is saved by the deletion operation. Only through re-indexing the file will the system release this space by physically removing the records to be deleted; this in turn will improve processing time. Once the Re-Index option is used, all records marked for deletion are irretrievable.

B. Print All Records

A second option of the MAINTENANCE MENU is to print all records in the ISI. Selection of option 2 results in each record printing in the long report form. Records marked for deletion but not yet re-indexed under option 1 are printed as well.

C. Print a Sub-set of Records

Selection of option 3 causes the following screen to display:

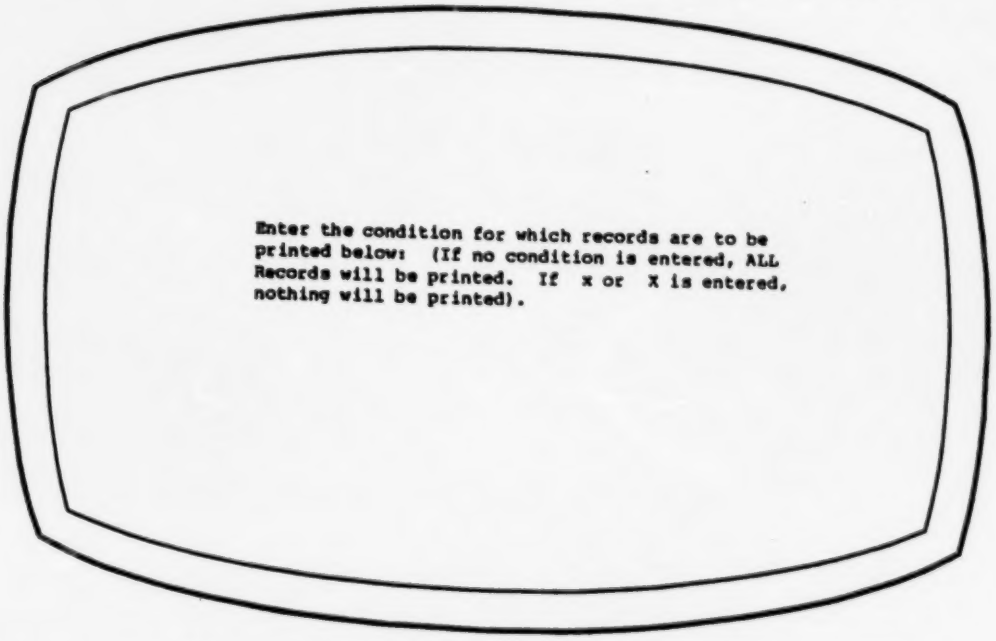
Enter the condition for which records are to be
printed below: (If no condition is entered, ALL
Records will be printed. If x or X is entered,
nothing will be printed).

Figure V-2. Print a Sub-Set of Records

D. Print Records Added or Updated Today

This option allows you to print only those records added or edited during a 24-hour period. This feature is especially useful for reviewing changes you have made to the ISI records using the UPDATE MENU.

E. Copy Records Added or Updated Today to Disk

Selection of this option allows you to copy to disk in the A drive of your PC all records added or edited during a 24-hour period.

F. Print Records in System Acronym Order

This option provides the ability to print all ISI records with acronym information in alphabetical order by System Acronym. Only System Acronym, System ID, and System Name are printed for each system record. This report is useful if a listing of the ISI database is required; and System Acronym is the most pertinent data element for sorting purposes.

G. **Print Records in System Name Order**

This option provides the ability to print all ISI records in alphabetical order by System Name. Only the System Name, System Acronym, and System ID are printed for each system record. This report is useful if a listing of the ISI database is required; and System Name is the most pertinent data element for sorting purposes.

H. **Print RPIO, System Name, System Acronym, Person, Phone, and FTS Phone**

Selection of this option provides you with a listing of the entire ISI database that captures five key data elements: RPIO code, System Name, System Acronym, Responsible Person, Telephone Number, and FTS Telephone Number.

I. **Quit System**

The final option on the MAINTENANCE MENU (see Figure IV-2) allows you to exit to dBase III Command Level.

VI. LIMITATIONS OF THE ISI

A. ISI System Enhancements and Updates

The ISI is a PC-based system designed to provide you with easy access to and retrieval of information. Because it is a relatively new system, enhancements that would further improve access and retrieval become apparent with increased use. OIRM welcomes your input and suggestions for future system development.

Future updates of the ISI are planned. As these updates occur, a new version of the master database will be available. Appropriate enhancements to the system will be undertaken during these update cycles, incorporating user suggestions.

B. Speed of Retrieval

A number of the ISI query menus note that the speed of retrieval of requested data may be somewhat lengthy. These warning notes alert you that, while information is accessible, there are inherent limitations of the system for quick retrieval using unique query options. To minimize these limitations, the system offers standardized query options that are anticipated to satisfy the majority of your retrieval needs. Continued enhancements and user input are intended to further improve responsiveness of the ISI.

C. Keyword Fields

A controlled keyword vocabulary has not yet been developed. Therefore, the design of the ISI keyword fields provides you with the ability to retrieve system records using established keywords, as well as to search for records using other keywords submitted by the agency staff. OTHER KEYWORDS submitted to date are voluminous and are not included in this instruction manual.

D. Reports

The report formats offered by the ISI continue to be enhanced. These formats reflect user comments and requirements since the initial design of the system. The data fields printed by the report format options are highly selective. Access to dBASE III provides you with additional capability to produce individualized reports as needed.

E. Records

During the ISI update cycles all EPA offices are requested to provide information. This information is provided by agency staff most knowledgeable about the systems represented. The accuracy of the data contained in the ISI reflects the best available information.

Information received by the end of each update cycle is entered into the system to create a new master database. New systems and changes to existing system records not received by the end of an update cycle are not made available to the user. Thus, the ISI database is limited by the timeliness of submissions from offices throughout the agency.

APPENDIX A

THE EPA INFORMATION SYSTEMS INVENTORY RECORD

FIELD NAME	DESCRIPTION
SYSTEM ID:	Internally generated 8 digit number that uniquely identifies an inventory record in the system.
SYSTEM LEVEL:	Category based on system use and criticality to the Agency. There are 4 categories:

(1) Major Agency Information System: An information system that requires special continuing management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant impact on administration of agency programs, finances, property, or other resources. In this context, a system which requires obligations of more than $500,000 per year to maintain or whose software component contains more than 500,000 lines of code is considered a major information system. (This definition is consistent with OMB Bulletin No. 86-12, dated April 14, 1986).

(2) Widely Accessed Information System: An information system that is not a Major Agency Information system, but which significantly supports accepted program goals and missions and is widely accessed by a combination of EPA Headquarters, Regional Offices and/or State and local users and other Federal agencies.

(3) Localized Information System: An information system that is not a Major Agency Information System or Widely Accessed Information System, but which significantly supports accepted program goals and missions. It is accessed primarily by users in one major area, e.g., Headquarters, a single program, or a Region.

(4) User-Owned System: Unique, stand-alone system developed to improve efficiency or effectiveness of operations for a single user or a small group of users. (Provide this information for those systems of value as a model for other users).

INSTRUCTION: Add or correct system level. Write in the number.

SYSTEM ACRONYM: Acronym or mnemonic most commonly used to refer to the system.

INSTRUCTION: Add or correct acronym information. The field length is 10 characters.

SYSTEM NAME: Complete official English language name.

INSTRUCTION: Correct or complete the system name. The field length is 160 characters. Do not abbreviate any part of the name unless it is part of the exact system name.

ORGANIZATION NAME: Official name of the organization that is responsible for the system -- i.e., has the information requirement that the system is developed to meet.

INSTRUCTION: Correct or complete the existing organizational name. Use the Office, Division, Branch to indicate the responsible organization. Always abbreviate the Office level and write in the full Division and Branch level organizational names, separated by commas. The field length is 160 characters. If there is not sufficient space, then abbreviate the Division name, then the Branch name if necessary.

NATIONAL PROGRAM MANAGER CODE: Numeric code that identifies the responsible Assistant Administrator level organization including all its Regional Office components.

INSTRUCTION: Add or correct the code using Appendix B and write in the number.

RPIO CODE: Numeric code that identifies the Assistant Administrator organization or the Regional Administrator level organization.

INSTRUCTION: Add or correct the code using Appendix B and write in the number.

ALLOWANCE HOLDER: Numeric code that identifies the Office level organization within an Assistant Administrator/Regional Administrator organization.

INSTRUCTION: Add or correct the code using Appendix B and write in the number.

PROGRAM ELEMENT CODE

Field to be deleted during the next update cycle.

RESPONSIBLE PERSON:

Name of the EPA person at the Branch level or its equivalent, within the organization named above, who has management rather than technical responsibility for the system.

INSTRUCTION: Add or correct the name using last name first, then first name. Use the management level person at the Branch level or its equivalent. Do not use the name of the technical person responsible for the system. The field length is 30 characters.

TELEPHONE NUMBER:

Telephone number, including the area code and FTS number of the responsible person.

INSTRUCTION: Add or correct the telephone numbers. Use the area code as well as the FTS number.

MAIL CODE:

Agency alphanumeric mail code for the responsible person named above.

INSTRUCTION: Add or correct the mail code, using the current EPA telephone directory or other more current source.

FIMAS CODE:

Field to be deleted during the next update cycle.

CURRENT YEAR SUPPORT FUNDS:

Field to be deleted during the next update cycle.

CURRENT YEAR TIMESHARE FUNDS:

Field to be deleted during the next update cycle.

ICR NUMBER:

An EPA internally assigned 4-character number that tracks information collection requests as required by the Office of Policy, Planning, and Evaluation (also referred to as the Information Collection Budget number).

INSTRUCTION: Add or correct ICR number. NOTE, many systems do not have an ICR number.

AUTHORITY: Statutory authority for the information collection.

INSTRUCTION: Add or correct authority information. For example, use the title and public law number. Use up to 3 sources per system. The field length for law number is 20 characters; the field length for law title is 254 characters.

PURPOSE OF DATA Designates the functions supported.

(1) Administrative
(2) Development of Regulations or Standards
(3) Compliance or Enforcement
(4) Trend Assessment
(5) Technology Development
(6) Risk Assessment
(7) Anticipatory/Research
(8) Program Evaluation
(9) Special Study
(10) Analysis
(11) Oversight
(12) Other

INSTRUCTION: Select up to 3 functions from the list and write in the number(s) in priority order, starting with the highest priority function as the first selection.

DATA SOURCE: The original sources from which the data within the system are obtained.

(1) Required Reporting Entities
(2) Other Data Systems
(3) Literature
(4) EPA
(5) Other Government Agencies (Federal, State, Local)
(6) Other Nongovernment Entities
(7) Other

INSTRUCTION: Add or correct up to 3 sources from the list and write in the number(s).

UPDATE CYCLE: Indicates how often the data are entered into the system.

(1) Daily
(2) Weekly
(3) Biweekly
(4) Monthly
(5) Bimonthly

(6) Quarterly
(7) Semiannually
(8) Annually
(9) Biannually
(10) Other

INSTRUCTION: Select 1 choice from the list and write in the number.

SYSTEM STATUS: The present operational status of the system.

(1) Planned
(2) Under Development
(3) Operational
(4) Archived

INSTRUCTION: Select 1 choice from the list and write in the number.

CONFIDENTIALITY: Identifies the restrictions, if any, placed on the system.

(1) None
(2) Update Restrictions
(3) Access Restrictions
(4) Update/Access Restrictions
(5) Confidential Business Information

INSTRUCTION: Select up to 2 choices from the above list and write in the number(s).

TYPE OF SYSTEM ACCESS FOR INPUT: Identifies how data input is accomplished on a routine basis.

(1) Batch
(2) Interactive
(3) Batch and Interactive
(4) Other

INSTRUCTION: Select 1 from the above list and write in the number.

TYPE OF SYSTEM ACCESS FOR OUTPUT: Identifies how data query is accomplished on a routine basis.

(1) Batch
(2) Interactive
(3) Batch and Interactive
(4) Other

INSTRUCTION: Select 1 from the above list and write in the number.

TYPE OF COMPUTER: The names, including the manufacturer's names and model numbers of the mainframes, minis, or micros on which the system operates.

(1) IBM 3090
(2) IBM PC and compatible
(3) IBM Other
(4) PRIME
(5) DEC 11/70
(6) DEC 11/780
(7) SPERRY 1100/82
(8) Other

INSTRUCTION: Add or correct computer information from the list. Select up to 3 entries and write in the number(s).

MANUAL/AUTOMATED: Indicates whether the system is:

(1) Manual
(2) Automated
(3) Manual and Automated

INSTRUCTION: Select 1 choice from the above list and write in the number.

SOFTWARE SYSTEM: Identifies the DBMS(s) and/or programming language(s) in which the system has been implemented.

INSTRUCTION: Add or correct software information. The field length is 45 characters. For DBMS systems, list DBMS first, followed by Programming Language (e.g., ADABAS, Natural).

SYSTEM SUBJECT CLASSIFICATION: Broad subject matter access terms used to describe the system content.

INSTRUCTION: Add or correct subject terms. There are 11 broad subject classifications. Select up to 4 and write in the number(s) found in parentheses. For most of these broad subject classifications there are also subclassification terms. Select up to 3 subclassifications for each broad classification and write in the number(s) found in parentheses. Use Appendix C to select all classification terms.

RELATED SYSTEMS: The EPA and non-EPA automated systems from which data are obtained and to which data are contributed.

INSTRUCTION: Indicate the name of any related system. The field length is 160 characters.

DATA KEYWORDS: Keywords that describe data contained in a system by environmental, chemical, source, receptor, medium, and other general terms.

(1) Environmental Effects
(2) Environmental Releases
(3) Health Effects
(4) Physical-Chemical Properties
(5) Test/Analysis Method
(6) Transformation Rates
(7) Climate
(8) Groundwater
(9) Sediment
(10) Soil
(11) Surface Water
(12) Biological
(13) Chemical
(14) Compliance
(15) Economic
(16) Exposure
(17) Model
(18) Noise
(19) Physical
(20) Body Burden
(21) Drinking Water
(22) Population, Human
(23) Population, Nonhuman
(24) Chemical Use
(25) Discharge Points
(26) Geographic Codes
(27) Geographic Coordinates

(28) Manufacturing
(29) Monitoring (Environmental)
(30) Non-Point Source
(31) Point Source
(32) Processing
(33) Production Volume
(34) Site Characteristics
(35) Storage
(36) Transportation
(37) Treatment/Disposal

INSTRUCTION: Add or correct up to a total of 18 data keywords. Select keywords from the above list and write in the number(s), and/or provide any other unique keywords.

ABSTRACT: A paragraph that describes and defines the system.

INSTRUCTION: Add or correct up to 10 eighty character lines. The abstract field is a critical source of system information. The abstract should describe a system in such a way that a reader can determine its importance to agency goals as well as the potential use of a system's information.

INFORMATION SYSTEM INVENTORY FIELDS, ABBREVIATIONS, TYPE, AND WIDTH

Field	Abbreviation	Type	Width
Updated Date (Not applicable)	DATE	Numeric	8
Organization Code (Not applicable)	ORGCODE	Numeric	8
System Level	SYSLEVEL	Character	1
System ID	SYSID	Character	8
System Acronym	SYSACRO	Character	10
System Name	SYSNAME	Character	160
Organization Name	ORGNAME	Character	160
Manager Code	MGRNAME	Numeric	2
RPIO Code	RPIO	Numeric	2
Allowance Holder	ALLOWANCE	Numeric	2
Responsible Person	PERSON	Character	30
Telephone Number	PHONE	Character	14
FTS Number	FTSPHONE	Character	14
ICR Number	ICR	Character	4
FIMAS Code	FIMAS	Character	6
Mail Code	MAILCODE	Character	10
Current Year Support Funding	SUPTFUNDS	Numeric	7
Current Year Timeshare Funding	TSFUNDS	Numeric	7
Law #1 for Authorizing Legislation	LAWNBR1	Character	20
Law Title 1 for Authorizing Legislation	LAWTITLE1	Character	254
Law #2	LAWNBR2	Character	20
Law Title 2	LAWTITLE2	Character	254
Law #3	LAWNBR3	Character	20
Law Title 3	LAWTITLE3	Character	254
Purpose of Data Collection 1	PURPOSE1	Numeric	2
Purpose of Data Collection 2	PURPOSE2	Numeric	2
Purpose of Data Collection 3	PURPOSE3	Numeric	2
General Data Source 1	SOURCE1	Numeric	1
General Data Source 2	SOURCE2	Numeric	1
General Data Source 3	SOURCE3	Numeric	1
Update Cycle	UPDTECYCLE	Numeric	2
System Status	STATUS	Numeric	1
Confidentiality 1	SECURITY1	Numeric	1
Confidentiality 2	SECURITY2	Numeric	1
System Access (Input)	ACCESSIN	Numeric	1
System Access (Query)	ACCESSOUT	Numeric	1
Program Element Code	ELEMENT	Character	6
Manual/Automated	AUTO	Numeric	1
Computer Type 1	COMPUTER1	Numeric	1
Computer Type 2	COMPUTER2	Numeric	1
Computer Type 3	COMPUTER3	Numeric	1
Software	SOFTWARE	Character	45
Related Systems	RELATED	Character	160
System Subject Classification 1	CLASS1	Numeric	2

Field	Abbreviation	Type	Width
Sub-Classifications 1-1	SUB1A	Numeric	2
Sub-Classifications 1-2	SUB1B	Numeric	2
Sub-Classifications 1-3	SUB1C	Numeric	2
System Subject Classification 2	CLASS2	Numeric	2
Sub-Classification 2-1	SUB2A	Numeric	2
Sub-Classifications 2-2	SUB2B	Numeric	2
Sub-Classifications 2-3	SUB2C	Numeric	2
System Subject Classification 3	CLASS3	Numeric	2
Sub-Classifications 3-1	SUB3A	Numeric	2
Sub-Classifications 3-2	SUB3B	Numeric	2
Sub-Classifications 3-3	SUB3C	Numeric	2
System Subject Classification 4	CLASS4	Numeric	2
Sub-Classifications 4-1	SUB4A	Numeric	2
Sub-Classifications 4-2	SUB4B	Numeric	2
Sub-Classifications 4-3	SUB4C	Numeric	2
Data Keywords 1	KEYS1	Character	168
Data Keywords 2	KEYS2	Character	168
Data Keywords 3	OTHERKEYS	Character	168
Abstract	AB1 - AB12	Character	804

APPENDIX B

NATIONAL PROGRAM MANAGER CODES (NPMC)
RPIO CODES
ALLOWANCE HOLDER CODES

CODE AA-RESEARCH AND DEVELOPMENT

NPMC:	(10)	AA-Research and Development
RPIO:	(26)	AA-Research and Development
ALLOWANCE HOLDER CODES:	(26)	AA-Research and Development
	(60)	Office of Monitoring Systems and Quality Assurance
	(61)	Office of Health Research
	(62)	Office of Environmental Engineering and Technology
	(63)	Office of Environmental Processes and Effects Research
	(64)	Office of Health and Environmental Assessment

AA-AIR AND RADIATION

NPMC:	(30)	AA-Air and Radiation
RPIO:	(27)	AA-Air and Radiation
ALLOWANCE HOLDER CODES:	(27)	AA-Air and Radiation
	(33)	Office of Radiation Programs
	(53)	Office of Air Quality Planning and Standards
	(56)	Office of Mobile Sources Air Pollution Control

AA-WATER

NPMC:	(40)	AA-Water
RPIO:	(30)	AA-Water
ALLOWANCE HOLDER CODES:	(30)	AA-Water
	(23)	Office of Water Enforcement and Permits
	(28)	Office of Water Regulations and Standards
	(29)	Office of Water Program Operations
	(40)	Office of Drinking Water
	(86)	Dir-Ground Water
	(87)	Dir-Marine and Estuarine Mgt

AA-ADMINISTRATION AND RESOURCES MANAGEMENT

NPMC:	(50)	AA-Administration and Resources Management
RPIO:	(16)	AA-Administration and Resources Management
ALLOWANCE HOLDER CODES:	(16)	AA-Administration and Resources Management
	(42)	Office of the Comptroller

(51) Office of Administration
(52) Office of Administration - Cincinnati
(54) Office of Administration - RTP, NC
(55) Office of Information Resources Management
(85) Director-Office of Human Resources Management

AA-EXTERNAL AFFAIRS

NPMC:	(55)	AA-External Affairs
RPIO:	(15)	AA-External Affairs
ALLOWANCE HOLDER CODES:	(15)	AA-External Affairs
	(36)	Office of Federal Activities

ADMINISTRATOR/STAFF

NPMC:	(60)	Administrator/Staff
RPIO:	(11)	Administrator/Staff
ALLOWANCE HOLDER CODES:	(11)	Administrator/Staff offices

INSPECTOR GENERAL

NPMC:	(65)	Inspector General
RPIO:	(35)	Inspector General
ALLOWANCE HOLDER CODES:	(35)	Inspector General

AA-PESTICIDES AND TOXIC SUBSTANCES

NPMC:	(70)	AA-Pesticides and Toxic Substances
RPIO:	(20)	AA-Pesticides and Toxic Substances
ALLOWANCE HOLDER CODES:	(20)	AA-Pesticides and Toxic Substances
	(32)	Office of Pesticides Programs
	(69)	Office of Toxic Substances
	(71)	Director - Chemical Coordination Staff
	(83)	Office of Pesticides and Toxic Substances Enforcement

AA-SOLID WASTE AND EMERGENCY RESPONSE

NPMC:	(75)	AA-Solid Waste and Emergency Response
RPIO:	(75)	AA-Solid Waste and Emergency Response
ALLOWANCE HOLDER CODES:	(75)	AA-Solid Waste and Emergency Response

(81) Office of Waste Programs Enforcement
(31) Office of Solid Waste
(72) Office of Emergency and Remedial Response

AA-ENFORCEMENT AND COMPLIANCE MONITORING

NPMC: (80) AA-Enforcement and Compliance Monitoring
RPIO: (77) AA-Enforcement and Compliance Monitoring
ALLOWANCE HOLDER CODES: (77) AA-Enforcement and Compliance Monitoring
(50) National Enforcement Investigation Center - Denver

GENERAL COUNSEL

NPMC: (85) General Counsel
RPIO: (39) General Counsel
ALLOWANCE HOLDER CODES: (39) General Counsel

AA-POLICY, PLANNING, AND EVALUATION

NPMC: (90) AA-Policy, Planning, and Evaluation
RPIO: (41) AA-Policy, Planning, and Evaluation
ALLOWANCE HOLDER CODES: (41) AA-Policy Planning and Evaluation
(43) Office of Policy Analysis
(44) Office of Standards and Regulations
(45) Office of Management Systems and Evaluation

REGION 1: BOSTON

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (01) Region 1 Boston
ALLOWANCE HOLDER CODE: (01) RA-Region 1 Boston

REGION 2: NEW YORK

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (02) Region 2 New York
ALLOWANCE HOLDER CODE: (02) RA-Region 2 New York

REGION 3: PHILADELPHIA

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (03) Region 3 Philadelphia

ALLOWANCE HOLDER CODE: (03) RA-Region 3 Philadelphia

REGION 4: ATLANTA

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (04) Region 4 Atlanta

ALLOWANCE HOLDER CODE: (04) RA-Region 4 Atlanta

REGION 5: CHICAGO

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization .

RPIO: (05) Region 5 Chicago

ALLOWANCE HOLDER CODE: (05) RA-Region 5 Chicago

REGION 6: DALLAS

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (06) Region 6 Dallas

ALLOWANCE HOLDER CODE: (06) RA-Region 6 Dallas

REGION 7: KANSAS CITY

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (07) Region 7 Kansas City

ALLOWANCE HOLDER CODE: (07) RA-Region 7 Kansas City

REGION 8: DENVER

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (08) Region 8 Denver

ALLOWANCE HOLDER CODE: (08) RA-Region 8 Denver

REGION 9: SAN FRANCISCO

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (09) Region 9 San Francisco

ALLOWANCE HOLDER CODE: (09) RA-Region 9 San Francisco

REGION 10: SEATTLE

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (10) Region 10 Seattle

ALLOWANCE HOLDER CODE: (10) RA-Region 10 Seattle

REGIONS TOTAL

NPMC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization including all its Regional Office components.

RPIO: (80) Regions Total

ALLOWANCE HOLDER CODE: (90) Regions Total

APPENDIX C

INFORMATION SYSTEMS INVENTORY SUBJECT CLASSIFICATIONS

(01) AIR

(01) Facilities, Municipal
(02) Facilities, Industrial
(03) Mobile Source
(04) Environmental Data
(05) Models
(06) Reporting/Assessment
(07) Emissions
(08) Treatment
(09) Health Effects
(10) Testing Data

(02) WATER

(01) Drinking Water
(02) Facilities, Municipal
(03) Facilities, Industrial
(04) Construction Grants
(05) Models
(06) Effluents
(07) Environmental Data
(08) Reporting/Assessment
(09) Treatment
(10) Spills
(11) Groundwater
(12) Aquatic Biology

(03) RADIATION

(04) HAZARDOUS AND SOLID WASTE

(01) Spills
(02) Emergency Response
(03) Site
(04) Sludge
(05) Environmental Data
(06) Reporting/Assessment
(07) Treatment
(08) Models
(09) Disposal
(10) Transportation
(11) Health Effects
(12) Waste Management
(13) Facilities, Waste Gen.

(05) PESTICIDES AND TOXIC SUBSTANCES

(01) Pesticides Specific
(02) Toxic Specific
(03) Industry Reporting
(04) Health Effects
(05) Inspection
(06) Testing Data
(07) Chemical
(08) Model

(06) NOISE

(07) ADMINISTRATIVE

(01) Personnel and Payroll
(02) Grants and Contracts
(03) Library & Bibliographic
(04) Correspondence
(05) Budget
(06) Accounting
(07) Office Automation
(08) Financial Management
(09) Property Management
(10) ADP Management
(11) Management Systems

INFORMATION SYSTEMS INVENTORY SUBJECT CLASSIFICATIONS (cont'd)

(08) ENFORCEMENT AND COMPLIANCE

- (01) Monitoring
- (02) Permits
- (03) Docket

(09) RESEARCH AND DEVELOPMENT

- (01) Health Effects
- (02) Models
- (03) Laboratory Systems
- (04) Quality Control
- (05) Environmental Data

(10) STANDARDS AND REGULATIONS

(11) POLICY, PLANNING, AND EVALUATION

- (01) Policy Analysis
- (02) Evaluation
- (03) Economics
- (04) Models

APPENDIX D

ISI KEYWORDS

(1) Environmental Effects
(2) Environmental Releases
(3) Health Effects
(4) Physical-Chemical Properties
(5) Test/Analysis Method
(6) Transformation Rates
(7) Climate
(8) Groundwater
(9) Sediment
(10) Soil
(11) Surface Water
(12) Biological
(13) Chemical
(14) Compliance
(15) Economic
(16) Exposure
(17) Model
(18) Noise
(19) Physical
(20) Body Burden
(21) Drinking Water
(22) Population, Human
(23) Population, Nonhuman
(24) Chemical Use
(25) Discharge Points
(26) Geographic Codes
(27) Geographic Coordinates
(28) Manufacturing
(29) Monitoring (Environmental)
(30) Non-Point Source
(31) Point Source
(32) Processing
(33) Production Volume
(34) Site Characteristics
(35) Storage
(36) Transportation
(37) Treatment/Disposal